

County of Los Angeles
DEPARTMENT OF PUBLIC SOCIAL SERVICES

12860 CROSSROADS PARKWAY SOUTH • CITY OF INDUSTRY, CALIFORNIA 91746
Tel (562) 908-8400 • Fax (562) 908-0459



BRYCE YOKOMIZO
Director

LISA NUÑEZ
Chief Deputy

Board of Supervisors

GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

September 13, 2005

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**RECOMMENDATION TO APPROVE AN AMENDMENT
TO THE CONTRACT BETWEEN LOS ANGELES COUNTY AND
THE LOS ANGELES HOMELESS SERVICES AUTHORITY FOR
SERVICES TO HOMELESS CalWORKs FAMILIES (CONTRACT #75159)
(ALL DISTRICTS - 3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

Delegate authority to the Director of the Department of Public Social Services (DPSS) to execute an amendment substantially similar to Attachment A to extend the existing contract (Contract #75159) with the Los Angeles Homeless Services Authority, for three months, from October 1, 2005 through December 31, 2005, to continue providing outreach and emergency shelter to homeless CalWORKs families at an estimated cost of \$750,000.

There is no additional net County Cost (NCC) after the required CalWORKs Maintenance of Effort (MOE) is met. The approval of the Chief Administrative Office (CAO) and County Counsel as to form will be obtained prior to executing such amendment.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The current contract with LAHSA for outreach and emergency shelter for homeless CalWORKs families expires September 30, 2005. On May 31, 2005, your Board delegated authority to the DPSS Director to amend Contract Number 75159 with LAHSA to increase the contract amount by no more than \$750,000 for July 1, 2005 through September 30, 2005, to be allocated by Supervisorial District based on CalWORKs caseload density.

This approach was taken because, at that time, it was uncertain whether there would be sufficient CalWORKs Single Allocation funding available in FY 05-06 to continue all or some of the services. Your Board was informed that once the FY 05-06 State Budget was adopted and our CalWORKs Single Allocation was known, it would be possible to assess the availability of funding for the rest of FY 05-06. In the interim, in order to sustain existing services, your Board authorized funding the services through September 30, 2005.

Although the State Budget has been signed, the State has not yet allocated the CalWORKs Single Allocation funding among counties. Therefore, pending that allocation, we intend to sustain LAHSA's funding through the second quarter of FY 05-06, using \$750,000 of this year's allocation to continue funding LAHSA's outreach and emergency shelter services through December 31, 2005.

Implementation of Strategic Plan Goals

The recommended action is consistent with the principles of the Countywide Strategic Plan Goal #5: Children and Families' Well-Being: to improve the well-being of children and families in Los Angeles County as measured by the achievements in the five outcome areas adopted by the Board: good health; economic well being; safety and survival; social and emotional well-being; and education/workforce readiness.

FISCAL IMPACT/FINANCING

The maximum amount of the contract amendment is \$750,000. The cost of the amendment will be fully funded with CalWORKs Single Allocation. Funding for this contract is included in the FY 05-06 Adopted budget. There is no additional NCC after the required CalWORKs MOE is met.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

LAHSA subcontracts with community agencies Countywide to provide emergency/transitional shelter to homeless families. The families must be aided on CalWORKs, and the adults on the case must be aided/time-limited, and employed or participating in welfare-to-work activities (to qualify for Single Allocation funding). LAHSA has also teamed with staff from the Departments of Children and Family Services and Mental Health to seek out homeless families in Skid Row and connect them with available benefits.

This contract will not result in the unauthorized disclosure of confidential information and will be in full compliance with federal, State and County regulations. The contract includes a provision that allows automatic termination in the event sufficient funds are not available.

LAHSA's performance will be monitored to ensure that its quality of service continues to meet the contract requirements that were achieved in the previous contract. The contract includes provisions for performance standards/outcome measures.

The amendment has been reviewed and approved as to form by County Counsel.

CONTRACTING PROCESS

There are no additional requirements for the amendment since it extends an existing Agreement.

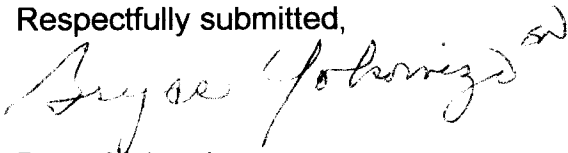
IMPACT ON CURRENT SERVICES (OR PROJECTS)

This project and this contract will assist homeless CalWORKs families in locating emergent and permanent housing. The contract will not infringe on the rights of the County in relationship to its residents, and the County's ability to respond to emergencies will not be impaired. There is no change in risk exposure to the County.

CONCLUSION

The Executive Officer, Board of Supervisors, is requested to return one adopted stamped Board Letter to the Director of DPSS.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Bryce Yokomizo", with a stylized flourish at the end.

Bryce Yokomizo
Director

BY:bf

Attachment

c: Chief Administrative Officer
County Counsel

Draft

**AMENDMENT NUMBER FOUR TO THE CONTRACT BETWEEN
COUNTY OF LOS ANGELES AND
LOS ANGELES HOMELESS SERVICES AUTHORITY**

Reference is made to the document entitled, "*Contract By and between County of Los Angeles and Los Angeles Homeless Services Authority*", dated December 14, 2004, and further identified as County Contract Number 75159, Amendment One, dated March 7, 2005; Change Notice One, dated June 16, 2005; Amendment Two, dated June 27, 2005; Change Notice Two dated, June 29, 2005; and Amendment Three, dated June 30, 2005, hereinafter referred to as "Agreement".

WHEREAS, COUNTY and CONTRACTOR desire to amend the terms of Agreement to extend the term, expand the scope of work, and change the maximum obligation.

WHEREAS, on _____, 2005, the County's Board of Supervisors delegated authority to the Director to amend the Agreement with the CONTRACTOR to extend the term from October 1, 2005 through December 31, 2005, to continue providing outreach and emergency shelter to homeless CalWORKs families, at an additional Agreement amount of \$750,000.

Effective October 1, 2005, this Agreement is amended to read as follows:

A. Section III., TERM OF CONTRACT, is amended to read as follows:

The term of this contract shall commence December 15, 2004 or the day following Board of Supervisors' approval, whichever is later, and shall continue through September 30, 2005.

Services for outreach and emergency shelter shall commence on January 11, 2005 and shall continue through December 31, 2005, unless sooner terminated or extended, in whole or in part as provided in this agreement.

The term may not be extended beyond the stated expiration date for outreach and emergency shelter.

B. Section V., CONTRACT PAYMENT, first unnumbered paragraph, is amended to read as follows:

The maximum amount of the Agreement is four million six hundred eighty-six thousand one hundred nineteen dollars (\$4,686,119), as follows:

a. 12/15/04-6/30/05	Homeless CalWORKs Families Projects	\$1,151,119
b. 01/11/05-6/30/05	Outreach, Emergency Shelter and Services	\$1,560,000
c. 07/01/05-9/30/05	Outreach, Emergency Shelter and Services	\$ 750,000
d. 07/01/05-09/30/05	Homeless CalWORKs Families Projects	\$ 475,000
e. 10/01/05-12/31/05	Outreach and Emergency Shelter	\$ 750,000

C. Section V., CONTRACT PAYMENT, is amended to add the following paragraphs:

5. The maximum amount of seven hundred fifty thousand dollars (\$750,000) for outreach and emergency shelter, for the period of October 1, 2005 through December 31, 2005, shall be allocated to Supervisorial Districts based on the distribution of the CalWORKs caseload as follows:

1 st District	24%	\$158,400 for emergency shelter and \$30,000 for outreach
2 nd District	36%	\$237,600 for emergency shelter
3 rd District	11%	\$72,600 for emergency shelter
4 th District	16%	\$105,600 for emergency shelter
5 th District	13%	\$85,800 for emergency shelter

- 5.1 CONTRACTOR shall advise COUNTY in writing of any substantive deviations or reallocation of line item costs from CONTRACTOR's Budget. CONTRACTOR may, with the COUNTY's approval, reallocate funds among each of the major cost categories listed in Attachment B-4, Los Angeles Homeless Services Authority Budget Outreach and Emergency Shelter, not to exceed the total Agreement amount. CONTRACTOR shall submit a revised Budget with the request.

- 5.2 From October 1, 2005 through December 31, 2005, COUNTY shall reimburse CONTRACTOR's actual costs in arrears, for administration, outreach and emergency shelter, at an amount not to exceed seven hundred fifty thousand dollars (\$750,000). Of this amount, CONTRACTOR will use up to sixty thousand dollars (\$60,000) for administrative costs and six hundred ninety thousand dollars (\$690,000) to pay for direct services. CONTRACTOR'S total expenses for program administration and direct services shall not exceed seven hundred fifty thousand dollars (\$750,000). COUNTY shall pay the CONTRACTOR for services provided under this Agreement for actual costs incurred by CONTRACTOR as shown in Attachment B-4, Los Angeles Homeless Services Authority Budget Outreach and Emergency Shelter.

D. Section VI., INVOICING , Paragraph 8., is amended to add the following paragraph:

8. For outreach and emergency shelter from October 1, 2005 through December 31, 2005:

- E. Section VI., INVOICING, Paragraph 8.3., is deleted in its entirety and replaced with the following:

8.3. CONTRACTOR shall submit, by the 20th of each month, Attachment D-2 Outreach and Emergency Shelter Services Monthly Management Report (MMR) and an original and one copy of the invoice and two copies of the backup documents. Backup documents shall include copies of the GAIN Employment Activity and Reporting System (GEARS) confirmation document and emergency shelter voucher or log signed by the participant. The invoices, MMRs and backup documents shall be submitted to:

Barbara Fortson, County Contract Administrator
Department of Public Social Services
CalWORKs Division
12900 Crossroads Parkway South
City of Industry, CA 91746-3411

- F. Section VI., INVOICING, Paragraph 8.5., is amended to add the following subparagraph:

8.5.2 The final invoice shall be due no later than January 20, 2006. COUNTY shall not be liable for final invoice received more than twenty (20) calendar days following final invoice due date.

- G. Section VI., ADVANCES AND SETTLEMENTS, Paragraph 6., is deleted in its entirety and replaced with the following:

6. Outreach and Emergency Shelter

- 6.1 CONTRACTOR shall submit an invoice for an advance payment not to exceed one-third of the Agreement amount of seven hundred fifty thousand dollars (\$750,000), for outreach and emergency shelter for the period of July 1, 2005 through December 31, 2005. COUNTY shall provide CONTRACTOR with advance funds for both operational/administrative services and payments in an amount not to exceed two hundred fifty thousand dollars (\$250,000).
- 6.2 COUNTY shall process the invoices, reconcile the advances and provide CONTRACTOR with funds to replenish the advance payment in order to ensure that the funds maintained on hand are equivalent to two hundred fifty thousand dollars (\$250,000), for the period of July 1, 2005 through December 31, 2005. The last advance payment request shall be made on the November 21, 2005 invoice.
- 6.3 COUNTY shall recoup all advances by December 31, 2005, by offsetting the advances from the CONTRACTOR's invoices. COUNTY shall provide CONTRACTOR with a notice of the recovery process providing the details of the recovery and the dates that all invoices must be submitted. If any

additional recouping is necessary, CONTRACTOR shall pay COUNTY by cash payment within three (3) calendar days of the final determination by COUNTY of the amount of the payment.

6.3.1 Contractor shall return to the County any interest earned on advanced funds.

6.4 At the end of the Agreement, COUNTY shall recoup all advances by offsetting the advances from CONTRACTOR's final two months services' invoices. If any additional recouping is necessary, CONTRACTOR shall pay COUNTY by cash payment within thirty (30) calendar days of the final determination by COUNTY of the amount of payment.

- H. Technical Exhibit 10.1.2 Performance Requirements Summary Chart attached hereto shall be added to Agreement #75159 by reference.
- I. Attachment B-4, Los Angeles Homeless Services Authority Budget for Outreach and Emergency Services attached hereto shall be added to Agreement #75159 by reference.
- J. Attachment D-2, Los Angeles Homeless Services Authority Monthly Management Report attached hereto shall be added to Agreement #75159 by reference.
- K. Attachment K-1, Los Angeles Homeless Services Authority Outreach and Emergency Shelter Services attached hereto shall be added to Agreement #75159 by reference.
- L. All other terms and conditions of this Agreement shall remain in full force and effect.

The parties hereto have caused this Amendment Number Five to be executed on this _____ day of _____ 2005.

COUNTY OF LOS ANGELES

By _____
Bryce Yokomizo, Director
Department of Public Social Services

Date

Mitchell Netburn, Executive Director
Los Angeles Homeless Services Authority

Date

APPROVED AS TO FORM:
RAYMOND G. FORTNER, JR., COUNTY COUNSEL
By Vicki Kozikoujekian, Senior Deputy County Counsel

OUTREACH AND EMERGENCY SHELTER SERVICES PERFORMANCE REQUIREMENTS SUMMARY CHART

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Required Service	Performance Indicator(s)	Standard(s)	Allowable Deviation from Perfect Performance	Monitoring Methods	Unsatisfactory Performance Indicator Points for Exceeding ADPP
<u>Section VIII.10</u> Contractor Employee Acknowledgment and Confidentiality Agreement	Confidentiality Agreements are signed and on file	Contractor submits Confidentiality Agreements for all new employees	None*	Comparison of Confidentiality Agreements with monthly invoices	10 points for each Confidentiality Agreement not provided
<u>Statement of Work Section 5.1.9</u> Provide emergency shelter	Emergency shelter voucher issued	Documentation in case record indicating emergency shelter voucher issued	1 family per site per month	Random sample of case files. Lot size is monthly number of families provided emergency shelter.	10 points for not providing emergency shelter voucher on day of request
<u>Statement of Work Section 5.1.10</u> Transport families to Metro Family District	Transportation is provided and documentation is on file	Contractor staff is available to transport families on a daily basis	2 families per site per month	Random sample of case files. Lot size is monthly number of families transported.	10 points for untimely pickup of participant
<u>Statement of Work Section 5.2.3</u> Performance Outcomes	Emergency shelter voucher issued	Documentation in case record indicating emergency housing voucher issued on day of request	1 family per site per month	Random sample of case files. Lot size is monthly number of participants in the project.	10 points for not providing emergency shelter voucher within one day of contact
<u>Statement of Work Section 5.2.4</u> Performance Outcomes	Transportation is provided and documentation is on file	Documentation in case record indicating transportation provided on day of request	2 families per site per month	Random sample of case files. Lot size is monthly number of families transported.	10 points for not providing transportation on day of request
<u>Statement of Work Section 9.5</u> Monitor performance of subcontractors	Monitoring Reports provided upon request.	Monitoring Reports	None*	Monitoring Reports and Contractor's records	10 points for not monitoring performance of subcontractors

*Items not measured by sampling. Points assessed for each incident above the ADPP level.

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LOS ANGELES HOMELESS SERVICES AUTHORITY

BUDGET

OUTREACH AND EMERGENCY SHELTER

October 1, 2005 through December 31, 2005

Administrative Costs	\$ 60,000
Outreach Team	30,000
Emergency Shelter and Vouchers	<u>660,000</u>
Total Contract Costs	\$750,000

**LOS ANGELES HOMELESS SERVICES AUTHORITY
MONTHLY MANAGEMENT REPORT
OUTREACH AND EMERGENCY SHELTER SERVICES**

Report Month/Year

I. Outreach

1.	Number of families interviewed	1.
2.	Number of children in families	2.
3.	Number of families referred transported to Metro Family District	3.
4.	Number of families who refused transportation to Metro Family District	4.
5.	Number of families issued hotel/motel vouchers	5.
6.	Number of nights families issued hotel/motel vouchers	6.
7.	Number of families issued client supplies (diapers, etc.)	7.

II. Emergency Shelter Providers

1.	Number of homeless CalWORKs families in GAIN who received emergency shelter	1.
2.	Number of nights families in 1. above received emergency shelter	2.
3.	Type of shelter received: a. Number of families who received emergency shelter at emergency shelter facility b. Number of families who received emergency shelter at hotels/motels c. Total (should be the same number as Item 1.)	3. a. _____ b. _____ c. _____

III. Complaints

1.	Number of complaints received about outreach	1.
2.	Number of complaints received about emergency shelter providers	2.
3.	Total Complaints Received	3.
4.	Number of complaints received about outreach	4.
5.	Number of complaints received about emergency shelter providers	5.

IV. Families Placed in Permanent/Transitional Housing by Providers

1.	Number of families placed in permanent/transitional housing by providers	
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V. Comments (Include reasons complaints not resolved)

Completed by:

Name:	Title:	Phone No.	Date:
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Report is due the 20th calendar day of each month. Attach Transportation logs to the report.

**LOS ANGELES HOMELESS SERVICES AUTHORITY
OUTREACH AND EMERGENCY SHELTER SERVICES
OCTOBER 1, 2005 THROUGH DECEMBER 31, 2005**

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Supv District	Providers	Per Diem Amount for Shelter	Per Diem Amount for Case Management	Per Diem Amount for Operating Costs	Total Per Diem Rate
Vouchers Only					
1	Midnight Mission	\$ 58.83	\$ -	\$ 4.12	\$ 62.95
Vouchers and Case Management					
5	Lutheran Social Services	\$ 46.29	\$ 13.47	\$ 6.85	\$ 66.61
3	Ocean Park Community Center	\$ 56.67	\$ 3.78	\$ 4.55	\$ 65.00
4	City of Long Beach	\$ 60.00	\$ 4.64	\$ 4.94	\$ 69.58
3	St. Joseph Center	\$ 61.14	\$ 8.40	\$ 5.58	\$ 75.12
Shelter and Case Management					
2	Peace and Joy Care Center	\$ 30.00	\$ 23.10	\$ 57.09	\$ 110.19
2	Special Services for Groups	\$ 56.71	\$ 25.01	\$ 57.25	\$ 138.98
4	Substance Abuse Foundation of LB*	\$ 11.60	\$ 14.42	\$ 1.81	\$ 27.83

*Has other sources of funding allowing them to charge a fraction of the normal program costs